



**Freeport Planning Division**  
**Department of Planning and Zoning**

P.O. BOX 339 \* FREEPORT CITY HALL \* 112 HIGHWAY 20 WEST \* FREEPORT, FLORIDA 32439

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Date: November 21, 2019

To: Whom It May Concern

From: Brooke E. Jackson, Planning Technician

Re: Freeport Building Permit Review Procedure

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In order to submit a building permit to Walton County for property within the City of Freeport, you must first obtain a review letter from the Freeport Planning Department. The following items are necessary for that review and will remain on file with the Planning Department:

1. One copy of completed (Walton County) building permit or mobile home application.
2. Parcel Number and legal description of the property, including Lot, Block, Subdivision Name, and Development Phase, if applicable
3. Boundary survey including legal description, FEMA flood zones, wetlands, buffers, easements, existing structures, first floor elevation (per plat), elevation of crown of road in front of property, location of water connection, sewer connection and hydrant locations.
4. Copy of Topographic/Tree Survey with protected trees listed\*
5. Copy of Development Order for site.
6. Clear driving directions to the site from City Hall and page-size copy of subdivision plat with lot location identified, if lot is within a subdivision.
7. One copy of site plan showing dimensions of lot and setbacks on all sides of structure(s) from property lines
8. One copy of dimensioned floor plans/side elevations (reduced size ok if legible)
9. Copy of water/sewer availability letter from Water Dept. in City Hall.
10. Letter on contractor letterhead signed and dated by project contractor stating that the house and drive and/or non-residential structures as shown will not interfere with the existing sewer/waterlines or the sewer/water connections and will not create a need to relocate said lines and/or connections.
11. Copy of Architecture Review Board letter of approval\*\*
12. Completed and approved Clearing Permit.
13. Review fee of \$25.00 payable to City of Freeport (per City Ord. 07-03) per permit application.

Applications should be dropped off at the front desk and will be reviewed on a first come/first serve basis.

\*A separate Clearing Permit is required if any tree clearing is occurring on the property.

\*\*Applicable to: Hammock Bay, Canopies, Ashton Park, Verandas and Owl's Head.